

HEADQUARTERS
EXTERNAL SURVEY DETACHMENT 44
U. S. NAVY, SHANGHAI, CHINA

ADMINISTRATIVE MEMORANDUM

20 February 1948

NUMBER

5

COURIER - MAIL

I. GENERAL.

To assure proper control of classified mail while in transit between stations, the following procedure will be adhered to by all concerned:

II. COURIER MANIFESTS.

1. The Chief of Registry, Shanghai and Station Commanders, (or their designated representative) will prepare a "Courier Manifest" in duplicate showing:

- a. Type of container.
- b. Classification. (The highest classification contained in the pouch.)
- c. Pouch number.
- d. Addressee & Destination.

Manifests may list pouches for one or more destinations.

2. The Chief of Registry, Shanghai, and/or Station Commanders (or their designated representative) will then certify that the pouches listed contain Official Officer-Courier mail and classifications are correct as stated.

3. The Officer Courier will sign the original copy of the manifest acknowledging receipt of the pouches listed thereon. This copy will be retained by the originator of the pouch or pouches.

4. The Officer Courier will retain the duplicate and triplicate copies of the manifest on which he will obtain "signature receipts" for the pouches listed thereon.

5. After all pouches have been delivered and receipted for, the Officer Courier will forward or deliver the duplicate copy of the Manifest to the originator. At the discretion of the Officer Courier, the triplicate copy of the manifest will be retained for his files or destroyed.

III. OFFICER COURIERS.

1. Any Officer or American Civilian assigned to this organization may be designated an "Officer Courier". However, this duty will usually be assigned to the Officer Pilots of our aircraft.

2. In instances where the Officer Courier is required to remain overnight at a station enroute he will leave the pouches for which he is responsible in the custody of the Station Commander for safekeeping until he departs. The Station Commander will receipt for all such pouches and will be responsible for same while in his custody.

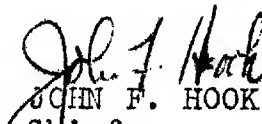
3. In the event Couriers are changed enroute the Station Commander at which the change occurs will receipt for all pouches and prepare a new pouch manifest to be signed by the new Courier acknowledging receipt of the pouches listed thereon.

IV. COURIER POUCHES.

1. To avoid segregation of Top Secret pouches from those of lower classification, all classified mail will be grouped as one pouch and when necessary assigned a new pouch number. All such pouches will carry the classification of the highest classified mail contained therein. The pouches will then be placed in a standard small size pouch bag. Separate pouch bags will be used for each Station and/or destination. Each pouch bag will be tagged showing destination, and sealed with an official seal.

DISTRIBUTION:

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JOHN F. HOOK
Chief,
Administrative Section